

Training Record for Custodial Staff

Employee Name:

Position/Grade:

Date of Hire:

Work Phone:

Assigned Trainer:

I understand that successful completion of training in the prescribed time period is a job requirement

Signature of Employee

Date

Orientation Training

(To be completed prior to being assigned position)

Date

Credits
/ Hours

Trainer's
Initials

Employee
Initials

Comprehensive onsite program orientation prior to working directly with children

The staff orientation shall include goals and philosophy of the program, personnel and program policies, expectations for ethical conduct, an outline of the training and professional development program, and an introduction to DoD training modules or pre-approved equivalent

A minimum of 16 hours of supervised work experience training onsite shall occur before being assigned responsibility for children

Initial Training

(To be completed within the first 6 months of employment)

Date

Credits
/ Hours

Trainer's
Initials

Employee
Initials

CPR and first aid

Child abuse and neglect recognition, prevention and reporting (minimum of 4 hours)

Health and sanitation

Safety and fire

MSDS record keeping

DOD Training Modules <i>(To be completed within the first 18 months of employment)</i>	Date	Credits / Hours	Trainer's Initials	Employee Initials
<i>The TAC will determine which of the DoD Training Modules are applicable to this position</i>				
Safe				
Healthy				
Communication				
Guidance				
Families				
Program Management				
Professionalism				
Ongoing Training <i>(To be completed annually)</i>	Date	Credits / Hours	Trainer's Initials	Employee Initials
<i>The TAC shall identify specific training beyond the DoD training modules. Additional topics may include but are not limited to:</i>				
Emergency Procedures				
Child abuse and neglect recognition, prevention and reporting				
Review of safety, health and sanitation practices				
Parent relations/involvement and customer service				
The NAEYC Ethical Code of Conduct				
Conducting observations out of the program				
DLA Child Development Program Evaluation Tool				
Other Installation Requirements				